

Data on Individuals
Maintained by the Office of the Secretary of State of Minnesota (OSS)
January 2015

This document identifies the name, title and address of the Responsible Authority for OSS and describes private or confidential data on individuals maintained by OSS (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of OSS's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, OSS's Responsible Authority, Data Practices Compliance Official, Senior Leadership Team, and Legal Advisor will also have access to all not public data on an as needed basis as required by their activities.

OSS's Responsible Authority is:
Steve Simon, Secretary of State
180 State Office Building
St. Paul, MN 55155

Direct all questions about this document to OSS's Data Practices Compliance Official (DPCO):

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100 Rev. Dr. Martin
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Data Maintained by One or More OSS Divisions

The following data are maintained by one or more divisions in OSS.

<i>Responsible Authority (Name and Title)</i> Steve Simon, Secretary of State		<i>Data Practices Compliance Official (DPCO)</i> Bert Black		<i>Reporting Division/Office</i> Administration
<i>Address:</i> 180 State Office Building 100 Rev. Dr. Martin Luther King, Jr. Boulevard, St. Paul, MN 55155		<i>Address:</i> 180 State Office Building 100 Rev. Dr. Martin Luther King, Jr. Boulevard, St. Paul, MN 55155		<i>Address:</i> 180 State Office Building 100 Rev. Dr. Martin Luther King, Jr. Boulevard, St. Paul, MN 55155
Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Civil and criminal investigative data	Data that are collected in order to start or defend a pending civil legal action, or because a civil legal action is expected, and data about potential violations of election law.	Confidential	Minn. Stat. secs. 13.39, 13.82	OSS employees who collect, gather, organize, analyze or distribute this data are allowed to access it in the course of their duties related to the investigation.
Social Security numbers	Social Security numbers assigned to individuals. While OSS requires Social Security numbers only in the case of CNS farm liens pursuant to Minn. Stat. section 336A.03, subd. 2, clause (a), item 4, there are a number of private persons who include this data, unrequested, in various filings with OSS, including UCC filings, business entity filings, notary filings, official document filings, and other filings made with OSS.	Private	Minn. Stat. secs 13.355 and 13.635, subd. 5	Employees in the various divisions have access to all SSNs on documents filed in the division where they work or are temporarily assigned. Computer staff may see this data in any division's records.
Personnel data	Data about employees, applicants, volunteers and independent contractors, other than that defined as public in Minn. Stat. sec. 13.43; labor relations information.	Private and Confidential	Minn. Stat secs 13.43, 179A.03, subd. 4	OSS supervisors, confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide.

Correspondence	Letters and electronic correspondence between individuals and the Secretary are private data; other correspondence may be generally public but contain private data that may not be disclosed. Also, see Safe At Home (1), below, for correspondence between the Office and program participants in their role as participants.	Private and Confidential	Various, including Minn. Stat. sec 13.601, subd. 2	Executive assistants to the Secretary or other Administration staff working with the Secretary's correspondence may access all of this data, except for Safe at Home data. Safe at Home correspondence is accessed by Safe at Home staff, as well as other OSS staff working in the Safe at Home program temporarily, to the extent the Safe at Home Director determines is appropriate.
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	Private	MS 13.43, subd. 17	Supervisors can access this data for all employees in the unit they supervise; Executive Assistants may also access this data.
Personal contact and online account information	Telephone number, email address and usernames and passwords collected, maintained, or received from the public by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Employees in the various divisions have access to all of this data on documents filed in the division where they work or are temporarily assigned. Computer staff may see this data in any division's records.

Attorney Data	Data related to attorney work product or data protected by attorney-client privilege.	Private	MS 13.393	Only the attorneys, the clients and other employees who will not, by seeing the data, destroy the privilege may see attorney-client privileged matter. Data within the work-product doctrine may be seen by any OSS employee acting on behalf of attorneys working in or representing OSS.
Non-public data located in documents within scope of data requests submitted to OSS.	Data collected by data practices compliance official in responding to requests for data maintained by OSS can include data that is itself already private under various laws. However, staff working on responses must see this data in the course of fulfilling the request.	Private	Various	OSS employees engaged in responding to the request may see all parts of that data.
Statewide Voter Registration System Data	Data involved in election administration that is not specifically listed in the description of the public information list in sec 201.091, subd. 7, including specifically, but not limited to, SSN and driver license/permit/state identification card data and data provided by other agencies and vendors, the courts, the Department of Corrections, the Department of Public Safety, the United States Postal Service and National Change of Address services.	Private	Minn. Stat. secs 13.607, subds. 6,7,and 8,; 13.6905; 13.87; 201.091; <u>McGrath v. Ritchie</u> , and related cases	OSS Elections Division staff and computing staff or other staff working on elections-related projects may see all of this data.
Employee expense reports (Also may be maintained by the division where the transaction originated)	Expense reimbursement requests.	Public and Private	MS 13.43	All Fiscal staff and the Executive Assistants may see the private portion of this data as may the submitting employee and the person authorizing and approving the report.

Workers compensation billings	Records of billings from DOLI for employees who receive workers compensation benefits.	Private	MS 13.43	All Fiscal staff, confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide may see this data.
Unemployment compensation billings	Records of billings from DEED for employee unemployment compensation.	Private	MS 13.43	All Fiscal staff, confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide may see this data.
Government services transactions data	Credit card, charge card, debit card and other electronic transaction information.	Private	MS, 13.6401, subd. 5, 13.15, 16A.626	All Fiscal Staff, and all computer/technical staff working on projects involving financial functions of OSS may see this data.
Employee personnel records	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions.	Public and Private	MS 13.43	All confidential employees or staff of another agency with which OSS contracts to provide the services of a confidential employee may see this data. Supervisors and managers of the position may also see this data.

Applicant records	Completed assessments and results, related documentation, and application forms.	Public and Private	MS 13.43	All confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide, on an as needed basis as part of specific work assignments, and supervisors and managers of the position and other persons involved in the hiring process may see this data.
Labor relations information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position. Includes any meet and confer or other data related to meetings with the local union.	Private or Confidential	MS 13.37, subd. 1(a)	All supervisors, managers, confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide may see this data.
Responses to Requests for Proposals (RFPs) and requests for bids	Responses to Requests for Proposals (RFPs) and requests for bids.	Public and Private	MS 13.591	All staff who are working on a bid process may see this data.
Responses to Requests for Proposals (RFPs) and requests for bids	Trade secret data in response to Request for Proposal (RFP) and requests for bids.	Private	MS 13.37	All staff who are working on a bid process may see this data.

Safe at Home Data (1)	All Safe at Home participant data and all data on applicants and eligible persons, including but not limited to correspondence.	Private	MS 13.591	All Safe at Home staff; designated Administration staff and computer/technical staff working on Safe at Home projects.
Safe At Home Data (2)	Data on Safe at Home Application Assistants.	Public and Private	Security Declaration	All Safe at Home Staff and computer/technical staff working on Safe at Home projects.
Safe at Home Data (3)	Data on staff of Safe at Home or other staff to the extent they are working in Safe at Home functions and activities.	Public and Private	Security Declaration	All OSS staff.
Safe at Home Data (4)	Safe at Home Office Location Data.	Private	Security Declaration	All Safe at Home Staff; designated Admin staff; designated Fiscal staff; designated IT staff; designated Department of Administration staff; vendors providing physical services to the office location; designated MN.IT staff.
Safe at Home Data (5)	Safe at Home Policies and Procedures.	Private and Public	Security Declaration	All Safe at Home Staff; designated Admin staff; computer/technical staff working on Safe at Home projects.

Safe at Home Data (6)	Enrollment Packet sent to new Safe at Home participants upon certification.	Public and Private	Security Declaration	All Safe at Home staff; all Admin Staff; individuals at organizations that provided or helped provide and prepare specific information in the packet have access to that specific information, as do program participants.
Safe at Home (7)	Security System Data.	Private	Security Declaration	Designated Safe at Home staff.
Computer-related Data	Hardware and software-related data, programs, system architecture, specifications, systems-analysis documents, and other similar information that reveals details of how computer systems in the Office of the Secretary of State are built and how they operate.	Private	Minn. Stat. sec 13.15; security declaration	Computer/technical staff of OSS may see this data.
State Board of Investment Data	Information provided to the Secretary (or his designee) in his role as an SBI member (or designee), and to the extent that information is private pursuant to law.	Private	Minn. Stat. secs. 13.635, subd. 1a; 11A.24	Notwithstanding the list on the first page of this inventory, this data may be seen only by: the Secretary of State; the designee to SBI Committees; the Legal Advisor; and the Executive Assistants.
Unofficial Fiscal Note Data	Narrative and financial data describing the fiscal impact of proposed legislation not yet introduced.	Private	Minn. Stat. sec. 13.64, subd. 3	The OSS employees preparing the fiscal note and staff entering the note may see this data.

Grievance Data and Subsequent Investigative Data	Notes and preliminary drafts of reports prepared during personnel investigations and personnel management reviews, whether grievances initiated by labor, or in response to management initiatives.	Private	Minn. Stat., sec. 13.67	The OSS employees conducting the investigations, confidential employees and persons in other agencies working under contract with OSS providing the services a confidential employee would provide, and the supervisors and managers of the position being investigated, may see this data.
Data on Grants being Distributed by OSS	Information created in the process of forming the request for proposal, and responses to the request for proposal.	Private	Minn. Stat. sec. 13.599	OSS staff working in the grant process, and any persons who are acting as advisors in the grants process may see this data.
International Wills	Information registered with OSS on international wills is private until the death of the testator; death to be proved by requestor of information by presenting evidence of death to OSS.	Private	Minn. Stat., sec. 13.441 and 524.2-1010	OSS staff filing and retrieving official documents and OSS computing staff working on official document projects may see this data.
ERIC Data	Information received from DVS and sent to and from an organization governed by a group of states, in accordance with 201.13.	Private	Minn. Stat. 201.13; 201.091; 13.03, subd. 4, clause (c); <u>McGrath v. Ritchie</u> and related cases.	OSS elections, outreach and computing/technical staff involved in generating the files and sending the mailing may see this data, as may the staff of the organization governed by a group of states.

Trading Partner Security Data	Data relating to computer programming, security, system requirements or other associated data that may have an impact on computer security, that is received from a trading partner, and any analysis of this information. This includes but is not limited to information pursuant to XML and ERIC agreements.	Private	Security Declaration	OSS computing/technical staff and those OSS employees working with the trading partner may see this data.
Calendar Data	Data showing the appointments of OSS employees including the date, time, location and participants in appointments, if any.	Private	Minn. Stat. sec. 13.43	OSS employees may see this data.